**Responsibilities of VŠE:**

* Invitation letter
* 52 hours of lectures
* Study materials
* Reservation of accommodation
* VŠE student ID card
* College facilities
* Emergency assistance during the whole stay
* Excursions/Trips with transport
* Certificate
* Transcript of notes

The services stipulated here above will be provided satisfactorily in the most convenient place, in accordance with the program´s specifications.

The program will only be carried out with a sufficient number of  
participants. VŠE reserves the right to make changes to the program and  
activities offered if there are cogent reasons.

**Responsabilities of the participants and Rules of conduct**

Applicants will recelve an invitation letter via email with detailed information about the  
applicable participation fee and the payment process.  
Your place in the program is only guaranteed once we receive  
your payment.

Please note: the fee must be paid free of any bank charges borne by the recipient. Please make sure  
to pay any transaction fees your bank may charge. If you fail to cover any bank charges, you will be  
asked to pay the missing amount during your stay in Prague.

You will be informed by email once your fee has reached the university's bank account. Please note  
that international bank transfers may take up to 2 weeks and credit card payment procedures may  
take up to 8 weeks.

The paid fee is **not refunded** in the case of a student´s absence.

As a participant in the program, you are personally responsible for the visa procedures (if required) and the entire visa application process.

It is also your responsibility to obtain insurance for the time of your stay in Czech republic. Travels abroad can involve a multitude of risks, especially health risks. All the participants will have a health insurance valid in the host country for the duration of the program. For all cases, the health insurance must include medical attention and repatriation of remains. You are responsible for arranging and paying for all necessary vaccinations and preventative measures.

In no case will VŠE be liable for any damages (health, material and other) caused to you. You will be liable for damages caused by you to VŠE, university accomodation services and other third parties, including the resulting financial impact.

Academic integrity must be a shared key objective for both VŠE and its students. Therefore, it is  
essentlal that students are aware of and informed about their responsibilities.

All students taking part in the program must maintain good academic standing throughout the duration of the program. You may be dismissed from the program at any time for unsatisfactory class preparation, attendance, or performance, without being granted a refund. It is your own responsibility to ensure that any class work is submitted and received in due  
time. You must complete and submit all the required work and assignments for each course by the  
respective deadlines. Failure to complete a piece of work or assignment for a course may result in a  
falling grade In the course. The attendance required is 85% minimum.

Absences are excused in case of illness. However, absences lasting two or more days due to  
prolonged illness are only excused if you present a medical certificate. If you are unable to attend a  
class because of an illness, you must inform the  
program manager immediately by phone or email in the morning. Otherwise, the absence will be  
considered unexcused.

As a student participating in the program, you are expected to  
take full responsibility for your own actions or failure to act. You are an adult and a guest abroad;  
you are subject to the laws and regulations that govern your host country, Czech republic. You are expected to maintain proper standards of study and behavior and act in a responsible manner. Additionally, you are expected to comply with regulations set by the program manager,   
lecturers, and the organizing institution at all times, during both the academic  
lessons and the social program. You must avoid any inappropriate behavior and any actions that  
might harm the reputation of VŠE.

VŠE holds students responsible for knowing these policies. Ignorance of the policies is not an  
acceptable excuse for policy violation. In case of a violation of these rules of conduct, VŠE may exclude the student from the program and/or take further disciplinary action (such as  
warning, grade penalty, notification of the home institution, class suspension, dismissal from the  
program, or any combination of the above).

I hereby confirm that the information provided is true and correct. By submitting my online  
application, I confirm that I have fully read and understood the above Information on rules of conduct of VŠE. I understand that if I fail to comply with the rules  
mentioned above, I may be dismissed from the program (without refund) and may not get  
a certificate.